

BOARD OF COMMISSIONERS REGULAR MEETING

Fogarty Manor

15th Floor – Conference Room

214 Roosevelt Avenue

Pawtucket, RI 02860

Wednesday August 20, 2014 at 5:30 P.M.

1. Meeting called to Order

2. Roll Call

3. Resident and Public Concerns

4. Approval of Minutes from June 18, 2014 Meeting

5. Approval of Minutes from July 8, 2014 Annual Meeting

6. Approval of Minutes from August 12, 2014 Special Meeting

7. Correspondence

7A. City of Pawtucket – Cash match – Choice Neighborhood Grant – dated August 7, 2014

7B. State of Rhode Island and Providence Plantations – Preferred Sustainability Status – Choice Neighborhoods Planning Grant – dated August 6, 2014

7C. Kelly & Mancini, PC Attorneys at Law – Request for Records Pursuant to the Access to Public Records Act – Tower Construction in connection with Fogarty Manor Parking Improvements Project – dated August 5, 2014

7D. Kelly & Mancini, PC Attorneys at Law – Request for Records Pursuant to the Access to Public Records Act – Tower Construction

in connection with Fogarty Manor Parking Improvements Project – dated July 30, 2014

7E. U.S. Department of Housing and Urban Development – PHA overall Section Eight Management Assessment Program (SEMAP) score and ratings – dated July 30, 2014

7F. U.S. Department of Housing and Urban Development – Independent Auditor's Report on modernization programs for the PHA – dated July 14, 2014

7G. United States Senate – Letter of support for Emergency Safety and Security Funding/Emergency Capital Needs Grant Program – dated July 10, 2014

7H. City of Pawtucket, City Council – Beth Roberge appointment to Commissioner – Term expires the first Monday in July 2019 – dated June 26, 2014

7I. City of Pawtucket, Mayor's Office – Awarded \$100,000 from the City of Pawtucket CDBG for rehabilitation of 560 Prospect Street – dated June 26, 2014

7J. U.S. Department of Housing and Urban Development – Prospect Heights Redevelopment Project – dated June 25, 2014

7K. City of Pawtucket, City Council – Retired Police Chief George L. Kelley, III appointment to the Pawtucket Housing Authority – term to expire the first Monday in July 2017 – dated June 23, 2014

7L. City of Pawtucket, Mayor's Office – Retired Police Chief George L. Kelley, III appointment to Commissioner to fulfill the unexpired term of Raymond M. Gannon – dated June 2, 2014

7M. Resignation letter from Commissioner Raymond M. Gannon –

dated May 9, 2014

7N. Letter(s) of Support Choice Neighborhoods Application

Boys & Girls Club of Pawtucket – dated August 12, 2014

Rhode Island Housing – dated August 12, 2014

Children’s Friend – dated August 8, 2014

Pawtucket Foundation – dated August 8, 2014

City of Pawtucket Police Department – dated August 8, 2014

RI DOT – dated August 8, 2014

City of Pawtucket – dated August 5, 2014

7O. Letter(s) of Commitment – Resident Opportunity and Self Sufficiency (ROSS) – Service Coordinators Grant

Rhode Island Department of Health – dated August 7, 2014

Rhode Island College – dated August 7, 2014

Pawtucket Public Library – dated August 6, 2014

Pawtucket Prevention Coalition – dated August 5, 2014

Boys & Girls Club of Pawtucket – dated August 1, 2014

Pawtucket Credit Union – dated July 31, 2014

8. Report of the Executive Director

- **Personnel Contract Log**

9. Consent Agenda - Department Reports

- **Housing Management**
 - o **PHAS Report**
- **Legal Status Report**
- **Operations**

- **Finance**

- a. **Service Contract Log**

- **Security**

- **Resident Services**

- **Section 8**

10. New Business

10.1 Resolutions

- **Resolution #1062 – Approval of Maximum Income Limits For Admission**

- **Resolution #1066 – To enter into a cooperative agreement between Housing Authority City of Pawtucket and City of Pawtucket**

- **Resolution #1067 – To approve Investment Policy**

10.2 Approvals

- **Approval for bid award for Hot Water Tank Replacement Project at Galego Court**

- **Approval to enter into contract with Reno & Cavanaugh - RFP for Legal Consulting Services in connection with a RAD/Mixed Finance Redevelopment**

11. Old Business

12. Executive Session

13. Other Business

14. Adjournment

THERE WILL BE INTERPRETATION SERVICES AVAILABLE AT THE

MEETING

The meeting was called to order by Chairperson Kevin Rabbitt at 5:30 P.M. with a motion by Commissioner Carrera and was seconded by Commissioner Nieves.

Upon roll call those present and those absent were as follows:

Present

Kevin Rabbitt, Chairperson

Reinaldo Nieves, Jr., Vice Chairperson

Stella Carrera, Commissioner

Harvey Goulet, Commissioner Absent

George Kelley, III, Commissioner

Beth Roberge, Commissioner

Stephen Vadnais, Executive Director

Maureen McNulty, Executive Secretary

Jim Goff, Deputy Executive Director Absent

James Ruthowski, Director of Security

Robert Corsini, Director of Operations

Joseph Loconto, Finance Director

John Montalbano, Attorney

Resident and Public Concerns

None

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of June 18, 2014 meeting.

There were no other questions or objections.

A motion was made to approve the minutes of the June 18, 2014 meeting by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Approval of Minutes Annual Meeting

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of the Annual Meeting July 8, 2014.

There were no other questions or objections.

A motion was made to approve the minutes of the Annual Meeting, July 8, 2014 meeting by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Approval of Minutes

Chairperson Rabbitt asked if anyone had any questions or objections to the minutes of Special Meeting August 12, 2014.

There were no other questions or objections.

A motion was made to approve the minutes of the Special Meeting, August 12, 2014 by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Correspondence

Chairperson Rabbitt asked if anyone had any questions or objections to the Correspondence for July and August 2014. Chairperson Kevin Rabbitt referred to item 7E of the Correspondence from the US Department of HUD in reference to our SEMAP score of 100% for FYE 3/31/14. He and Commissioner Carrera proposed to send a letter to the Section 8 Department to acknowledge their excellent score.

Director Vadnais noted that we had an internal audit at the housing authority. On their exit interview with me, the auditors remarked that all Section 8 files were the best run of any program they encountered.

Chairperson Rabbitt asked if we can award the department for their good efforts. Director Vadnais said he would look into it.

Correspondence items 7C and 7D the dispute with the parking lot construction contractor and sub-contractor over wage payment being made was discussed. Robert Corsini, Director of Operations and Joseph Loconto, Finance Director is looking into it with Attorney

Joseph Montalbano. Attorney Montalbano noted that it is not the housing authority's dispute. Commissioner Carrera questioned item 7I the award of \$100,000 from the City of Pawtucket. Director Vadnais noted that this is CDBG redevelopment soft money.

There being no further questions the Correspondence Report was received and placed on file.

Executive Director's Report

Chairperson Rabbitt asked if anyone had any objections or questions to the Executive Director's Report for August 2014. Director Vadnais reviewed his report for the Board. He held a discussion with Commissioner Carrera on his work in cooperation with Central Falls Housing Authority on Resident Service Coordinator ROSS grants. We are working together on other projects with Central Falls to reduce costs.

There being no questions The Director's report was received and placed on file.

Consent Agenda Department Reports

• Housing Management

Chairperson Kevin Rabbitt asked if there were any questions or objections to the Housing

Management Reports for June and July 2014. Chairperson Rabbitt asked about P.5 of the Housing Management report on the ongoing monitoring of a resident at Kennedy Manor related to fire hazards. He asked if there were any changes in the inspections. Executive

Director Vadnais said no changes have taken place. Attorney John Montalbano said we always had a problem with clutter. We try to stay on top of it. Director Vadnais said this resident has no stove but a microwave to cook with. We do give him a 48 hour notice on inspections or we go in on emergency situations only.

There were no further questions or objections to the Housing Management report at this time.

o MASS Report

Chairperson Rabbitt asked if there were any questions or objections regarding the June and July 2014 MASS Report.

There were no further questions or objections to the Housing Management report at this time.

• Legal Status Report

Chairperson Rabbitt asked if there were any questions or objections regarding the Legal Status Reports from Attorney's Montalbano and Cloutier's office for June and July 2014. Commissioner Carrera had an inquiry on the June report P.1 item #3 Unclean Apartment. Attorney Montalbano noted that this is a move-out for the 1st of August. We had a lot of problems and the resident decided to move out. She then asked about the July report P.1 item #3. The attorney said they had an execution date of August 1st and they moved out. There were no further questions regarding the Legal Status Report.

• Operations

Chairperson Rabbitt asked if there were any questions or objections to the Operations Reports for June and July 2014. The Chairperson asked the Operations Director Robert Corsini how the Fogarty Manor parking lot expansion was progressing. Director Corsini discussed the hiring of an environmental engineer to inquire about lead content in the soil. The engineer should be out next week to inspect the grounds and we will continue to work with them. The Chairperson addressed the Trip Hazard sidewalk report in Mr. Corsini's monthly report. Mr. Corsini explained the process of cutting in the cement walks with a diamond blade and the way they cut the cement and vacuum the dust out repairing the walk. Our Lead Mechanic and maintenance men at Galego Court picked out the worse sidewalk hazard for demonstration and for one hour Precision Concrete Cutting cut it out and made it level. It was amazing. Chairperson Rabbitt suggested we share this technique with Pawtucket Public Works department. Mr. Corsini agreed.

There were no further questions or objections regarding the Operations Report.

- Finance

Chairperson Rabbitt asked if there were any questions or objections regarding the Finance Reports for June and July 2014. Finance Director, Joe Loconto explained that the auditors Rector and Reeder had three of their auditors here at the housing authority. We gave them a list of the tenant files they had requested. There were some of the same issues with the files as last year. Director Vadnais said it

was broader last year. Jim Goff, Deputy Executive Director has been instructed to come up with a quality control program and check list for each current tenant file and for prospective tenants for the required citizenship forms. One file was missing a citizenship documentation form; the Director noted that is one too many. Mr. Goff was instructed to work with Mary Michalczyk, Chief of Section 8 as it is his responsibility for this not to happen again. It is the Housing Manager's responsibility for the upkeep of the files. Director Vadnais said nothing should be missing in these files. The Chairperson asked if the asset managers were responsible for their own budgets. Director Vadnais spoke on this saying we did trainings and we will do more. We did monthly asset management training meetings and it was frustrating. HUD has consolidated and we do AMP's now and that requires a different skill set from being a property manager to becoming an asset manager to understand the budget process. Concerning the budget expenses we incur, the property managers have control so there is not a lot of management that they can actively control. They are limited in what they can do. Chairperson Rabbitt reviewed items #3 HUD Executive Reporting and #4 Procurement /Contracts on Director Loconto's FY 2014 Auditor Management Comments. Chairperson Rabbitt discussed the contract over \$100K lacking documentation of public advertisement (F. G. Lee & Sons maintenance service). He requested staff to find the check register for the paid ad and get back to him. Give the information to Director Vadnais. Director Vadnais said that this did not rise to a finding. We can check the Board package. This is not the final audit,

it is a draft. We have until August 29th for the auditors and this will not be in the final comments.

Chairperson Kevin Rabbitt asked for a motion that Executive Director Stephen Vadnais and his staff supply the members of the Board with the corrected audit issues of last year's financial audit.

A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves to supply the Board members with the corrected audit issues of last year's financial audit.

Upon roll call the "Ayes" and "Nays" were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

There were no further questions or objections regarding the Finance Report.

o Service Contract Log

Chairperson Rabbitt asked if there were any questions or objections regarding the Service Contract Logs for June and July 2014.

There were no further questions or objections.

• Security

Chairperson Rabbitt asked if there were any questions or objections regarding the Security Reports for June and July 2014.

Commissioner Beth Roberge discussed the security staff at Burns Manor arriving at 7am in the morning. Security Director Ruthowski noted that because of monetary concerns our security at Burns and St. Germain Manor are doing three tours each night. There were no further questions or objections.

• Resident Services Report

Chairperson Rabbitt asked if there were any questions or objections regarding the Resident Services Reports for June and July 2014.

There were no further questions or objections.

Section 8 Monthly Reports

Chairperson Rabbitt asked if anyone had objections or questions to the Section 8 Monthly Reports for June and July 2014. The Chairperson asked Director Vadnais to send a letter of appreciation to the Section 8 department or some special recognition as our appreciation of their hard work. Director Vadnais acknowledged the request and will follow-up with the Section 8 department.

There were no further questions or objections.

There being no additional comments, questions or concerns regarding the Consent Agenda, Chairperson Rabbitt asked that the Consent Agenda for June and July 2014 be received and placed on file.

New Business

• Resolution #1062 – Approval of Maximum Income Limits for Admission

Chairperson Rabbitt asked if anyone had any questions or objections to the Approval of Resolution #1062 – Approval of Maximum Income Limits for Admission.

Chairperson Rabbitt asked for a motion to approve Resolution #1062 – Approval of Maximum Income Limits for Admission. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

- **Resolution #1066 – To Enter into a Cooperative Agreement between Housing Authority City of Pawtucket and City of Pawtucket**

Chairperson Rabbitt asked if anyone had any questions or objections to the Resolution #1066 - To Enter into a Cooperative Agreement between Housing Authority City of Pawtucket and City of Pawtucket.

Chairperson Rabbitt asked for a motion to approve Resolution #1066 - To Enter into a Cooperative Agreement between Housing Authority City of Pawtucket and City of Pawtucket. A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

- **Resolution #1067 – Approval of Investment Policy**

Chairperson Rabbitt asked if anyone had any questions or objections to the Resolution #1067 – Approval of Investment Policy.

Chairperson Rabbitt asked for a motion to approve Resolution #1067 – Approval of Investment Policy in accordance with HUD regulations (Notice PIH 95-27). A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Approvals – Approval for Bid Award for Hot Water Tank Replacement

Project at Galego Court

Chairperson Rabbitt asked if anyone had any questions or objections for the Approval of the Hot Water Tank Replacement Project at Galego Court.

Chairperson Rabbitt asked for a motion to Approve the Bid Award for Hot Water Tank Replacement at Galego Court to winning bidder Delta Mechanical for \$76,800. A motion to award to Delta Mechanical for \$76,800 for Hot Water Tank Replacement at Galego Court was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES	NAYS
Chairperson Rabbitt	
Vice Chairperson Nieves	
Commissioner Carrera	
Commissioner Goulet	Absent
Commissioner Kelley	
Commissioner Ricci	
Commissioner Roberge	

Approvals – Approval to enter into contract with Reno & Cavanaugh - RFP for Legal Consulting Services in connection with a RAD/Mixed

Finance Redevelopment

Chairperson Rabbitt asked if anyone had any questions or objections for the Approval to enter into contract with Reno & Cavanaugh - RFP for Legal Consulting Services in connection with a RAD/Mixed Finance Redevelopment. Director Vadnais is estimating the legal work at \$25- \$50K from the scattered sites funds.

Chairperson Rabbitt asked for a motion for Approval to enter into contract with Reno & Cavanaugh - RFP for Legal Consulting Services in connection with a RAD/Mixed Finance Redevelopment.

A motion was made by Commissioner Carrera and was seconded by Vice Chairperson Nieves.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES	NAYS
Chairperson Rabbitt	
Vice Chairperson Nieves	
Commissioner Carrera	
Commissioner Goulet	Absent
Commissioner Kelley	
Commissioner Ricci	
Commissioner Roberge	

Executive Session: None.

Old Business

Adjournment:

There being no further business Chairperson Rabbitt made a motion to adjourn the Board of Commissioners August 20, 2014 meeting.

A motion to adjourn the Board of Commissioners August 20, 2014 meeting was made by Vice Chairperson Nieves and seconded by Commissioner Carrera.

Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Chairperson Rabbitt

Vice Chairperson Nieves

Commissioner Carrera

Commissioner Goulet Absent

Commissioner Kelley

Commissioner Ricci

Commissioner Roberge

Adjournment at 6:45 P.M.